

- Oversees the collection and analysis of both primary and secondary data; serves as the central agency resource for data analysis and presentations; coordinates assessment data procurement with other state and local agencies/organizations. Responsible for formalizing data sharing agreements as appropriate.
- Serves as primary contact person for health statistics and data with State Department of Health and other State and Federal offices which collect health related data on Snohomish County. Presents to the Board of Health, community groups and professional groups on results of investigations, trends in health related indices and other topics of an analytical nature.
- Provides epidemiological leadership in response to requests for public health investigations and needs assessments as requested by the Health District leadership.
- Develops and writes grants and provides technical assistance to District and other community health professionals in the grant procurement process. Works collaboratively with other community agencies to develop funding resources to enhance community assessment process.
- Writes reports of epidemiological investigations and analyses of health-related data.
- Writes and publishes regular reports to the community on the health status of the county population.

#### ***Associated Duties:***

- Perform other duties as assigned by Health Officer in consultation with the Executive Leadership Team.

#### ***Required Knowledge, Skills and Abilities:***

Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in the above job description.

- Requires broad knowledge of principles, practices, current developments and techniques related to epidemiology.
- Requires broad knowledge of the basic facts relating to occurrence and prevention of infectious, chronic and environmental/occupational diseases, and preventive medicine.
- Requires knowledge of the principles and practices of public health.
- Requires broad knowledge of the principles and techniques used in interviewing and investigating related to surveys and investigation of disease outbreaks
- Requires knowledge of the functions and resources of State and local agencies in the field of public health.
- Requires ability to develop and execute generalized epidemiological studies and interpret results.
- Requires ability to evaluate the effectiveness of the Health Statistics and Assessment program.
- Requires ability to gather, organize and present facts and statistical data in a clear, concise and logical manner, both orally and in writing.
- Requires ability to develop, maintain, manipulate and statistically analyze databases of considerable size and complexity using a variety of computer programs.
- Requires ability to exercise initiative, tact, discretion and judgment in carrying out work.
- Requires ability to supervise staff in a manner conducive to efficient and effective work performance and positive morale.
- Requires ability to understand and interpret laws and regulations.
- Requires ability to maintain effective working relationships with staff, other health district/departments, colleagues, public and private officials and community groups, and the general public.

#### ***Required Physical Traits:***

- Requires manual dexterity and visual acuity to operate a personal computer and peripherals.
- Requires ability to drive an automobile.
- Requires ability to lift and carry up to 20 pounds.
- Requires sufficient hearing and speech ability to communicate orally.

# Snohomish Health District

## Position Description

**Classification:** Epidemiologist

**Title:** Epidemiologist

**Division:** Administration

**Program:** Health Statistics and Assessment

**Effective Date:** January 1, 1997

### **Definition:**

Performs epidemiological activities related to researching, analyzing and interpreting health-related characteristics of the population to identify the distribution of diseases, behaviors and conditions. Provides public health information and needs assessments. This is an entry level professional epidemiologist performing epidemiological activities and study under the direct supervision of the Health Statistics and Assessment Manager.

### **Job Location and Equipment Utilized:**

Work is performed indoors in an office environment utilizing standard office equipment including personal computer and related software. Travel is required to locations both in and out of the County.

### **Example of Work Performed:**

This position is expected to apply a broad knowledge of the principles, practices, and current developments related to epidemiology and of the basic facts and causes related to infectious, chronic and environmental/occupational diseases and their prevention, as well as maternal-child health conditions.

- Assists in identifying and developing data sources.
- Performs biostatistical analyses of health data, e.g., analysis of variance, trend analysis, multiple logistic regression, survival analysis, etc..
- Compiles, maintains, and analyzes health data and reports using statistical methods.
- Reviews data for completeness and quality.
- Provides consultation to the Community Health Division and Environmental Health Division on problems/investigations which involve data collection and analysis; assists Community Health Division with needs assessment activities.

- Serve as a contact person with the State Department of Health and other State and Federal offices which collect health related data on Snohomish County. Presents to professional and community groups on results of investigations, trends in health related indices and other topics of an analytical nature.
- Acts on behalf of the department manager on matters related to assessment activities in the department manager's absence.
- Directs routine and special assessment projects under the supervision of the Health Statistics and Assessment Manager.
- Assists with grant writing, particularly related to studies of an investigational nature.
- Writes reports of epidemiological investigations and analyses of health-related data.

### ***Associated Duties:***

Perform other duties as assigned by the Health Statistics and Assessment Manager.

### ***Required Knowledge, Skill and Abilities:***

Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in the above job description.

- Requires broad knowledge of principles, practices, current developments and techniques related to epidemiology.
- Requires knowledge of the basic facts relating to occurrence and prevention of infectious, chronic and environmental/occupational diseases, and preventive medicine.
- Requires knowledge of the principles and practices of public health.
- Requires broad knowledge of the principles and techniques used in interviewing and investigating related to surveys and investigation of disease outbreaks.
- Requires ability to develop and execute generalized epidemiological studies and interpret results.
- Requires ability to gather, organize and present facts and statistical data in a clear, concise and logical manner, both orally and in writing.
- Requires ability to develop, maintain, manipulate and statistically analyze databases of considerable size and complexity using a variety of computer programs.
- Requires ability to exercise initiative, tact, discretion and judgment in carrying out work.
- Requires ability to maintain effective working relationships with staff, other health district/departments, colleagues, public and private officials and community groups, and the general public.

### ***Required Physical Traits:***

- Requires manual dexterity and visual acuity to operate a personal computer and peripherals.
- Requires ability to drive an automobile.
- Requires ability to lift and carry up to 20 pounds.
- Requires sufficient hearing and speech ability to communicate orally.
- Requires ability to respond to telephone inquiries.

***Minimum Qualifications:***

- A Master's degree in epidemiology or a Master's degree in public health or closely related field, with 12 graduate quarter hours in epidemiology and 4 graduate quarter hours in biostatistics, and one year of experience in epidemiology or a closely-related field of work.

**OR**

- A Bachelor's degree in a science related field supplemented by formal post-graduate course work in epidemiology and biostatistics, and three years of experience in epidemiology or a closely-related field of work.

***Preferred Qualifications:***

- Evidence of quantitative analysis skills and experience as documented by publication in a peer-reviewed journal
- At least one year of work experience in a public health agency.

***Special Requirements:***

- Requires a valid Washington State Driver's License and a driving record acceptable to the District's insurance carrier.

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

## POSITION DESCRIPTION

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**Classification:** Research Analyst

**Title:** Statistician

**Position:** 236

**Program:** Health Statistics and Assessment

**Effective Date:**

### **Definition:**

Performs community health assessment activities involving the collection, analysis, and interpretation of data to describe distributions of diseases, behaviors and conditions and to identify trends, associations and risk factors. Provides public health data, statistics and assessments. This is a professional position performing analytical activities and reports to the Health Statistics and Assessment Manager.

### **Job Location and Equipment Utilized:**

Work is performed indoors in an office environment utilizing standard office equipment including personal computers and relevant software. Travel is required to locations both in and out of the County.

### **Example of Work Performed:**

This position is expected to apply a broad knowledge of principles, practices, and current developments related to statistics and epidemiology and of the basic facts and causes related to relevant diseases or conditions and their prevention.

- Identifies appropriate statistical methodology for data analysis, (e.g., descriptive, univariate, trend, regression, cluster, and survival analyses) and survey sampling.
- Performs database management and quality control to insure accuracy of results of health- related data.
- Compiles and maintains databases and maintains related software (e.g. VISTA).
- Analyzes databases using software packages like VISTA, STATA, SPSS, EPI Info, mapping software, etc.
- Consults on statistical and epidemiological methods, e.g., sampling, calculating sample sizes, analyses and study design, with HS&A staff and other Health District employees.
- Assists in identifying and developing data sources.
- Prepares reports and analyses of health-related data.
- Reviews data results and reports for completeness and accuracy.
- Documents analytic work processes and programs in a timely and clear manner.
- Serves as a contact person with State and Federal agencies that collect health related data.
- Presents health-related data to professional and community groups.
- Replies to requests for data from the general public, hospitals, organizations, government, agencies, organizations, and SHD Divisions in a timely manner.
- Acts on behalf of the department manager on assessment activities in the manager's absence.

- Coordinates routine and special assessment projects under the supervision of the Health Statistics and Assessment Manager.
- Assists with grant writing, particularly related to studies of an investigative nature.
- Keeps abreast of current literature related to statistical and analytic methods related to job activities.
- Maintains ongoing communication with manager.

***Associated Duties:***

- Perform other duties as assigned by the Health Statistics and Assessment Manager.

***Required Knowledge, Skill and Abilities:***

Requires knowledge statistical and assessment methods and the physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in the above job description.

- Demonstrated skills in statistics, sampling, study design, trend, cluster and regression analysis.
- Basic knowledge of the facts relating to occurrence and prevention of infectious, chronic and environmental/occupational diseases, and preventive medicine.
- Knowledge of the principles and practices of public health.
- Basic knowledge of survey methodology.
- Ability to develop and execute epidemiological studies and interpret results.
- Ability to gather, organize and present facts and data in a clear, concise and logical manner, both orally and in writing.
- Ability to develop, maintain, manipulate and analyze databases of considerable size and complexity using a variety of computer programs, e.g. SPSS, STATA, VISTA, GIS.
- Ability to work in Windows NT environment and experience in MS Word, Excel, and Access.
- Ability to exercise initiative, tact, discretion and judgment in carrying out work.
- Ability to maintain effective working relationships with staff, other health district/departments, colleagues, public and private officials and community groups, and the general public.

***Required Physical Traits:***

- Manual dexterity and visual acuity to operate a personal computer and peripherals.
- Ability to drive an automobile.
- Ability to lift and carry up to 20 pounds.
- Sufficient hearing and speech ability to communicate orally.
- Ability to respond to telephone inquiries.

***Minimum Qualifications:***

- A Master's degree in statistics or biostatistics with one year of analytic experience.  
**OR**
- A Master's degree in public health or closely related field with at least four graduate level courses in statistics or biostatistics plus one year of relevant analytic experience.  
**OR**
- A Bachelor's degree in a science related field supplemented by formal postgraduate course work in analytic epidemiology, statistics or biostatistics, and three years of relevant analytic experience.

***Preferred Qualifications:***

- Evidence of quantitative analysis skills and experience such as publication in a peer-reviewed journal.
- Experience using STATA.
- At least one year of work experience in a public health agency.

***Special Requirements:***

- Requires a valid Washington State Driver's License and a driving record acceptable to the District's insurance carrier.
- Requires a Washington State Patrol background check.

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

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